

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4255

TITLE: Occupational Health and Safety Program Manager

GRADE: S-31

DEFINITION:

Under general supervision, manages the Fire and Rescue Department's comprehensive occupational health and safety programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class.

ILLUSTRATIVE DUTIES:

Manages the Fire and Rescue Department's occupational health program, which ensures that career and volunteer uniformed employees are physically and mentally able to carry out their public safety duties and provides direct care services, including assessing and maintaining the physical and mental health of applicants and incumbents and providing medical monitoring and surveillance of incumbents exposed to occupational hazards;

Provides management oversight and program direction for the Fire and Rescue Department's safety program through interaction with the Code Compliance/Risk Reduction Branch;

Coordinates the activities of the occupational health and safety programs, and supervises the staff;

Coordinates purchases with the Department's procurement staff, the Purchasing and Supply Management Agency, the Office of Management and Budget, and the Office of Finance's Risk Management Division to ensure that services are appropriate, documents are correct, and selection procedures comply with applicable laws;

Monitors contractor performance for compliance with quality assurance standards and the technical requirements of the contract;

Develops management indicators to aid management communications and decision-making;

Oversees the development of Requests For Proposals, Invitations For Bids, and other procurement documents, as well as changes to existing procurement documents, ensuring adherence to all federal, State, and County regulations and standards;

Oversees and manages all occupational health and safety program management information systems, and provides the systems staff with guidance and direction in data base operations;

Manages the program's budgeting, accounting, and procurement activities;

Keeps abreast of pertinent laws and regulations, such as the Occupational Safety and Health Act and regulations and standards issued by the National Fire Protection Association, the Occupational Health and Safety Administration, the Environmental Protection Agency, and the Centers for Disease Control;

Coordinates resolution of operational problems or difficult cases among providers and other parties involved;

Drafts departmental operating procedures, manuals, and medical standards related to occupational health and safety;

Represents the agency and/or participates on departmental, local, regional, and national work groups concerned with occupational health and safety issues;

Chairs the Quality Assurance Committee, which sets performance standards for the Occupational Health Center's contractor;

Prepares long-term plans for continued evolution of an integrated occupational health and safety programs;

Provides guidance to the Fire Chief and senior staff regarding occupational health and safety issues and their impact on client service delivery.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of occupational health and safety principles, practices, procedures, and regulations, and the ability to appropriately apply them to career and volunteer uniformed fire personnel;

Knowledge of the medical and legal policies, guidelines, principles, and standards governing public health;

Knowledge of federal, State, and County laws and regulations affecting the occupational health and safety of uniformed fire personnel;

Knowledge of work processes, material handling techniques, and hazards associated with fire and rescue activities;

Knowledge of the County's budgeting, purchasing, accounting, and personnel processes and procedures;

Knowledge of supervisory principles and techniques;

Ability to investigate mishaps or incidents, determine the cause, and develop means of preventing future occurrences;

Ability to plan, implement and evaluate comprehensive occupational health and safety programs;

Ability to coordinate activities among all the parties involved;

Ability to counsel, discipline, and supervise the work of subordinates;

Ability to delegate tasks, give feedback, and take follow-up action;

Ability to develop comprehensive Requests For Proposal, analyze bids in terms of services and costs, and recommend a vendor to be awarded the contract;

Ability to monitor and evaluate contractor performance;

Ability to analyze and interpret data and prepare comprehensive reports;

Ability to plan, implement and evaluate a variety of safety education activities and promote safe working practices;

Ability to communicate clearly and concisely, orally and in writing;

Ability to establish and maintain effective working relationships with others.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in occupational health, safety, industrial hygiene, public health, health administration, health education, or other health- or safety-related field; PLUS

Five years of professional experience in the health and/or safety field, including two years of experience supervising a professional staff.

CERTIFICATES AND LICENSES REQUIRED:

None

ESTABLISHED: June 9, 1997